



Lifespan

Delivering health with care.®

Updated Lifespan Travel Advisory and Policy

March 6, 2020

Dear Colleague:

As you know, the COVID-19 outbreak has continued to evolve rapidly, both globally and domestically. To ensure the safety of our employees and our ability to handle a potential rapid increase in impacted patients, while maintaining normal operations and care for our broader patient population, we are making additional changes to our temporary Lifespan travel advisory and policy.

The new policy, which applies to all employees, volunteers, medical students and professional staff, is as follows:

- Effective today, Lifespan is prohibiting all professional-related international travel, and discouraging professional-related domestic travel, for the foreseeable future.
- Also effective today, Lifespan is discouraging all leisure international travel and non-essential domestic travel.

The worldwide picture related to this situation is changing daily, and it is not possible to anticipate what barriers to travel or quarantine requirements might be imposed that could impact the ability of traveling staff to return to work. If you decide to travel, internationally or domestically, be aware that you may be subject to governmental travel restrictions with little or no notice, and airlines may limit or cancel flights without warning. You will be subject to any restrictions in place at the time of your return, not only at the time of departure. Return to the U.S. may be difficult.

- If you travel internationally: **you must contact Employee and Occupational Health Services (EOHS) immediately for a phone screening to determine whether you may return to work at a Lifespan facility or program, or whether you must remain home for 14 days.**
- If you have household contacts who have traveled internationally, you must also follow these EOHS screening procedures.

If you already have international travel planned, we ask that you reconsider and seek alternative arrangements. We also ask that you not plan any international travel at this time.

Those employees who initiate international or domestic travel after March 6, 2020 are strongly urged to inform their manager/supervisor of their travel plans so that their manager may make staffing plans in the event the employee is required to remain home for 14 days upon return. In these circumstances, the employee may use accrued earned/vacation/sick time, as appropriate, to cover the 14 day at-home period following international travel.

We are aware of how disruptive changing travel plans can be, and we encourage you to work with your airlines and hotels regarding this development, as many travel services have adopted new cancellation policies. We will continue to update these guidelines as new information becomes available.

Below are the EOHS office numbers:

RI Hospital –RIH/ LCS/ GHI/ LPG	444-4038
The Miriam Hospital --TMH/LPG	793-3126
Bradley Hospital--BH/LSS/LPG	432-1539
Newport Hospital—NH/LPG	845-1245

This policy is in effect until further notice, but we will continue to evaluate frequently, guided by the rapidity of change in the outbreak, and will adapt as appropriate. Thank you for your understanding as we work to ensure the safety of our staff and patients.

Sincerely,

John B. Murphy, MD, Executive Vice President, Physician Affairs
Leonard A. Mermel, DO, Department of Epidemiology and Infection Control
Lisa Abbott, MBA, SPHR, Senior Vice President, Human Resources and Community Affairs